

123005/10/06

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE:                               PROCUREMENT & CONTRACT SPECIALIST**

**DEFINITION**

Under general direction, to perform a wide variety of technical duties in the purchase of equipment, materials and supplies; and to do related work as required.

**REPORTS TO:** Purchasing Services Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Purchasing Services Manager. May exercise lead direction on a project basis to administrative support staff.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Maintain contact and negotiate prices, terms and delivery with vendors; keep informed of new products, develop new sources of supplies; evaluate vendor performances.
- Resolve accounting and receiving discrepancies; process claims with vendors for damaged materials; obtain materials; obtain credit where appropriate.
- Confer with authorized personnel to obtain purchasing needs and specifications.
- Maintain information on new products and market conditions and trends.
- Solicit annual maintenance agreements and blanket order renewals with vendors.
- Analyze bids received, compare specifications and prices, review market trends. Make value analysis and recommendations of award of order.
- Prepare written bid specifications based on equipment, services or supplies as requested in accordance with Purchasing Section policies and procedures.
- Negotiate major contract items, conditions and language changes with vendors.
- Perform market, total life cycle cost, value, price and complete cost analysis in formulating purchasing forecasts and recommendations for purchasing of services.
- Assist in the disposition of surplus property and equipment.
- Maintain liaison with central stores on matters relating to substitutions, equivalents, delivery schedules and vendor problems.

**QUALIFICATIONS**

**Knowledge of:**

- Purchasing methods and procedures and techniques of specification writing.

- Public Contract Code and legal requirements of public purchasing.
- Federal, State and Municipal purchasing laws, regulations and procedures.
- Governmental budgeting and accounting procedures and practices.
- Economic trends and their effects on purchasing.
- Methods and techniques utilized in grading and analyzing the quality of supplies, materials and equipment.
- Computers, standard software programs, and specific financial and purchasing software systems.

**Ability to:**

- Develop bid specifications.
- Evaluate quality and price of products to judge suitability of goods and alternatives offered.
- Establish and maintain cooperative relationships with departmental representatives and vendors.
- Interpret and explain City purchasing policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Understand accounting, budgeting and accounts payable practices and procedures.
- Operate a variety of office equipment including a computer and applicable software applications.
- Properly interpret and make purchasing decisions in accordance with laws, rules and policies.
- Plan in advance and prepare for economic changes such as scarcity of materials, product reliability, delivery capability, competitive pricing and inflation.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major study in purchasing, business administration, marketing or a related field. Two years of professional experience may substitute for two years of the required education on a year-for-year basis.

Experience: Three years of experience in volume purchasing of a variety of general and specialized items.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Procurement and Contract Specialist

**TO:** Senior Procurement and Contract Specialist